

Petroleum Use and Waste Generation in Transport of Employees

- Operational Control -03

A. Significant Environmental Aspect:
Gasoline Used For Driving
Air Emissions From Driving
Use of Supplies
Generation of Waste

B. Activity group:
Driving
Commuting - Mass Transit

**Document Control Code: EPA-R3
OC-03-01**
Date: See footer below

1. Title: Use of Petroleum and Generation of Waste and Emissions in Transport of Employees - Operational Control

2. Activities (and corresponding written controls, where applicable):

To fulfill our mission, EPA employees must travel on official government business and commute to and from work at our 1650 Arch Street building in center city Philadelphia.

3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):

Reducing employee commuter vehicle emissions

- Employees should use mass transit to commute to work. Approximately 93% of our employees that are qualified to receive TransitChek® were utilizing this program to subsidize their use of mass transit to commute to work, thereby substantially reducing emissions from commuter vehicles.
- Employees should consider using compressed schedules to reduce their commuting.
- Management should continue to support and provide funding for the TransitChek® program to encourage employees to use mass transit to commute to work.
- Management should continue to support the use of Flexiplace, as appropriate to the employee's duties, to allow working from home or an alternate location. Information on the Flexiplace Program can be found at: <http://intranet.epa.gov/r3intran/policy/flexiplace.pdf>

Reducing Petroleum Use and Waste from our GSA Vehicles

- Employees should use conference calls and virtual meetings in lieu of face-to-face meetings when appropriate. To arrange a conference call phone line, call facilities at 4-5999. To arrange a video conference, call 4-5400 or send a LAN a message to the Conf-R3 Center mailbox. To arrange a web-based virtual meeting, go to: To arrange a virtual meeting go to:
<http://epawww.epa.gov/r3intran/oirm/sametime.html>
- Employees that are on work-related travel together should utilize car pools and ride sharing whenever possible.
- Facilities Management and Services Branch (FMSB) will purchase or lease from the General Services Administration (GSA), or others, all vehicles used and managed by our office and covered by this Operational Control.
- Employees should request to use the most fuel-efficient vehicle available as appropriate for the travel.
- FMSB will assign GSA cars to employees based on availability, appropriateness to the travel task and fuel economy.
- Employees can reserve a GSA Car from the pool of vehicles available in our office, by completing the form at: <http://epawww.epa.gov/r3intran/facilweb/gsavehicle.htm>
- FMSB or individual employees will purchase fuel, oil and antifreeze for our vehicles. For specifications on vehicles, type of fuel, oil and antifreeze we purchase, see Operational Control 8 - Green Purchasing at: <http://www.epa.gov/region3/ems/facility/opcontrols/oc-8.pdf>.
- When using the GSA Credit card to re-fuel a GSA vehicle, Employees should accurately report the mileage as prompted by the credit card reader at the pump.
- Employees should turn in all credit card receipts for fuel to the GSA vehicle fleet manager. This includes not only the GSA Credit card receipts but also receipts, or copies of receipts, for fuel

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- purchased with the user's EPA or personal credit card.
- Employees should not "top off" the tank when refueling (see <http://www.epa.gov/donttopoff/>)
- Employees should, where possible, avoid re-fueling or re-fuel after dark on ozone action days.
- Employees should periodically check the air in the tires of any GSA car they are using. Under-inflated tires can easily cost 2 to 3 MPG or more. Instructions for checking tires can be found at: http://www.ehow.com/how_1865_check-add-air.html
- Employees should obey all traffic laws when operating GSA vehicles. By slowing down a little employees will save gasoline and cuts emissions. For every mile per hour faster than 55 mph, fuel economy drops by about 1 percent. The drop-off increases at a greater rate over 65 mph.
- For other tips on saving gas go to:
http://cars.about.com/od/helpforcarbuyers/tp/ag_top_fuelsave.htm
- Employees should report any mechanical problems or servicing the GSA vehicle's needs.

4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail:

Region 3's participation in the TransitChek® program is funded by Region 3 management and operated by the Office of the Comptroller. Program effectiveness (percentage of employees participating) is monitored by the Office of the Comptroller.

FMSB coordinates the replacement of the vehicles as determined by length of service and/or total mileage.

FMSB will track GSA vehicle milage, gallons of gasoline used, gallons of E85 used, quarts of re-refined oil used and quarts of recycled antifreeze used in our GSA vehicles as specified in Operational Control 8 - Green Purchasing at: <http://www.epa.gov/region3/ems/facility/opcontrols/oc-8.pdf>.

Through e-mail messages and training, employees will periodically be reminded of the OCs above.

If this OC fails, we will investigate and install additional controls and provide retraining as necessary.

5. Corresponding Environmental Management Program

Transportation Environmental Management Program (EMP) EPA-R3-EMP-03-00

<http://www.epa.gov/region3/ems/facility/EMPs/emp-3.pdf>

6.1. Record(s):

TransitChek® records, including number of employees participating

GSA Vehicle records including baseline, annual updates, new vehicles purchased and purchase of recycled oil and antifreeze.

E-mails and other training records

6.2. Person Responsible and Record Location:

Regional Comptroller 10th floor

Facilities Management and Services Branch, 3rd floor

EMS Coordinator

Records will be retained according to Procedure O
Records Management.

7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls)

7.1 Title

Region 3 Management

Facilities Support Specialist, Motor pool
work plan chairpersons

7.2 Responsibility

Responsible for 7a through d above in regard to continued funding, support and management of the TransitChek® program

Responsible for 7a through d above in regard to GSA

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	vehicles.
8. Competence of operators on the basis of training, education or experience:	
During the training period of new employees, they should be informed about the safe and appropriate use of GSA vehicles, the availability of mass transit, the TransitChek® program, compressed schedules and this OC.	



R3 Intranet

The Middle-Atlantic Region

1650 Arch Street Philadelphia, PA 19103



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Browse Topics
Newsletters/Salients
Reference/Libraries
Program Links
External Affairs
Outreach
EXCL Wellness
Health Unit
Employees Assoc.
Employee E-Board
Clubs/Organizations
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Sametime Virtual Meeting Access

[Sametime Virtual Meeting Access Cheatsheet](#) **pdf** explains

- What Sametime Is
- Access is via Web Browser
- Access for Internal Users *
- Setting your Internet Password
- Setting Up External Customers **

*Access for Internal Users

Anyone who has a Notes ID issued by an EPA certifier, i.e.: their full Notes name is in the format My Name/ORG/USEPA/US and are planning to access Sametime from within the EPA network, should use a Notes Internal Sametime server. In Region 3, we access Sametime at: <http://r3sametime1.r03.epa.gov/STCenter.nsf>

**Setting Up External Customers

External customers fill out a form by going to: <https://epastx.rtp.epa.gov> and then clicking on the button that reads "New Extranet User Registration".

All external customers must have an EPA sponsor. If an external customer lists you as their sponsor, you will be contacted to verify that that person should be given access to Sametime.

[EPA Internet](#) || [Region 3 Internet](#) || [EPA @Work](#) || [Comments](#)

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URL: <http://epawww.epa.gov/r3intran/oirm/sametime.html>